



## FY2013 AI Smith Individual Artist Fellowship Program Writers, Composers and Choreographers

**Application Deadline: March 15, 2012**

The Kentucky Arts Council strongly encourages you to read and understand the AI Smith Individual Artist Fellowship guidelines and instructions before accessing the online application.

Like all programs of the Kentucky Arts Council, the fellowship is guided by the arts council's core values. Successful applications will embody these core values, and all applicants are strongly encouraged to read and reflect upon them before submitting an application.

[Core Values of the Kentucky Arts Council](#)

## I. Guidelines

### **Program Purpose**

The purpose of the AI Smith Individual Artist Fellowship program is to support Kentucky artists engaged in creating artwork of high quality and to recognize creative excellence in practicing, professional Kentucky artists.

### **Goals**

- The primary goal of the AI Smith Fellowship program is to directly support the advancement and continuation of Kentucky artists' careers and creative work.
- The AI Smith Fellowship program seeks to provide public recognition and acknowledgement of Kentucky artists creating work of high artistic merit.

### **Who May Apply**

Professional artists, responsible for creating their own work, not interpreting the work of others or creating under the guidance of an instructor or mentor, are eligible to apply for a \$7,500 Fellowship.

- **Visual and Media Artists:** Application deadlines in odd-numbered years (e.g., 2013, 2015, etc.) are for visual artists (two- and three-dimensional) and media artists (film, video and audio). Categories include: craft, drawing, experimental and installation work, mixed media, new genre, painting, photography, printmaking, sculpture, film, video and audio work. Recorded music is not accepted in the media category.

Visual artists should select and apply under one discipline or medium. Media artists should apply under one of two categories, film/video or audio. Visual artists working in conceptual, kinetic, mechanical, experimental and/or installation formats should consult with the individual artist director if unsure about selection of medium or discipline or the format of appropriate work samples. Media artists creating film/video or audio art for installations should apply under visual arts.

- **Writers, Composers and Choreographers:** Application deadlines in even-numbered years (e.g., 2012, 2014, etc.) are for: literary arts (fiction, nonfiction, playwriting/screenwriting and poetry), composers and choreographers. Applicants must be at least 18 years of age and full-time residents of Kentucky for a period of one year immediately prior to the application deadline and remain a resident of Kentucky for one year following award notification. Applicants must be United States citizens, lawfully admitted to the U.S. for permanent residence or have permission from the Department of Homeland Security to work permanently in the U.S.

**The arts council requests that all applicants have a DUNS number.** Dun & Bradstreet keeps track of more than 70 million businesses worldwide through its Data Universal Numbering System. In recent years, the DUNS number has become increasingly important as an arts advocacy tool for both federal and state governments (e.g., the National Endowment for the Arts and the Kentucky Arts Council) and national arts organizations (e.g., Americans for the Arts). Organizations use data from DUNS number applications to demonstrate the power of the arts to stimulate economic activity and create jobs.

## Program Description

Applications for the Al Smith Individual Artist Fellowship program are accepted annually on a rotating basis by discipline. Applications from visual artists and media artists are accepted in odd-numbered years. In even-numbered years, applications are accepted from writers (fiction, nonfiction, play/screenwriting and poetry), choreographers and composers of music.

The Fellowship program utilizes a "blind jury" process by which the selection panel is not provided with applicants' names; the panel reviews work samples and applications according to application numbers only. **Any application that includes the artist's name in the introduction and narrative, work sample index or on submitted work samples will be ruled ineligible and will not be forwarded to the panel for review.**

The Al Smith Individual Artist Fellowships are \$7,500 awards given to professional Kentucky artists who have achieved a high level of excellence and creativity in their work and who have demonstrated significant achievement in their fields. Fellowships are based primarily upon the quality of the work samples submitted by the artist. Awards are unrestricted and may be used in any way to enhance the artist's career.

## [Kentucky Arts Council Definition of Professional Artist](#)

## Performance Expectations

Your application will be reviewed using the following performance expectations:

### 1. Artistic Excellence (90%)

- Excellence
- Individuality
- Creativity

## **2. Professional Achievement (10%)**

- Exhibitions, awards, honors and other significant achievements or recognition

You may wish to refer to the [Panelist Assessment Sheet.](#)

## **Supporting Materials – Work Samples**

Work samples are required for all disciplines. They must be submitted in accordance with the following instructions:

### **Work Samples**

Work samples are the primary way that panelists assess artistic and professional quality. Please consider your choice of work samples carefully in relation to the program performance expectations. Be sure to also describe important points about the quality, scope and depth of your work in the application narrative. **Do not** send student work, master recordings or originals. The fellowship program uses a “blind jury” process (see "Program Description") meaning that applicant's names are not revealed to the panel. Pay careful attention to the specific requirements for submitting work samples, including blocking out your name, address and any contact information on copies. Work samples containing an applicant's name will not be forwarded to the panel for review and will result in the application being withdrawn from consideration.

**Work samples will not be returned.**

### **Restrictions**

- No individual may receive more than one AI Smith Individual Artist Fellowship in their lifetime.
- Fellowship recipients may not apply for an Emerging Artist Award.
- Artists may apply only with work samples over which they had complete creative control and which were not created solely for commercial or instructional purposes.
- Multidisciplinary or multi-category artists are not eligible to apply.
- Collaborations and teams are not eligible to apply.
- Artists may apply in one category and one medium only per application year. All work samples submitted must be representative of the selected category and medium.
- With the exception of media arts, all work samples must have been completed within the past three years. Media artists may submit work completed within the past four years.

### **How to Apply**

- Thoroughly read the guidelines and instructions prior to beginning the application.
- Secure a Data Universal Number System (DUNS) number.
- Access and complete the AI Smith Individual Artist Fellowship program application online.
- Submit a hard copy of your application and all supporting materials in accordance with the timeline below.
- Following the deadline, your application will be reviewed by the program director, who may contact you if clarification is needed.

## Program Timeline

|   |   |
|---|---|
| Application deadline  | March 15, 2012                                    |
| Postmark deadline for submission of paper copy of the application and attachments | March 18, 2012                                    |
| Review of applications by panel   | April/May 2012                                    |
| Arts council board reviews panel recommendations                                  | June 2012   |
| Applicant notification  | As soon as possible after board meeting           |
| Grant agreement form due  | Within 15 days of receipt of grant agreement form |

Note: (Visual arts applicants ONLY) All eligible work will be submitted to the review panel; however, the arts council reserves the right to approve the work shown at any of its public viewings.

## Application Deadline

Completed application forms must be submitted via the Kentucky Arts Council's online application system by midnight Eastern time March 15, 2012\*. Upon online submission, applicants will receive a confirmation e-mail with the application PDF attached. (If you do not receive a confirmation, contact the arts council immediately.) Print and sign the PDF in red ink and mail or deliver it to the arts council by March 18, 2012\*, with any required documents and supporting materials, in accordance with the program guidelines. The PDF and materials must be: 1) officially postmarked by U.S. Postal Service, or 2) delivered by a shipping service (e.g., UPS, Federal Express, etc.) with a paid receipt on or before the deadline date, or 3) hand delivered to the arts council office no later than 4:30 p.m. on the deadline date. If the arts council does not receive the printed and signed PDF with attachments by the deadline date via one of the three delivery options above, your application will be considered ineligible. **Packages dated with internal postage meters and applications sent by FAX or e-mail will not be accepted. Please be aware that your post office may not automatically use a dated postmark. It is highly recommended that you request hand cancellation with the date included.** Note: due to postal regulations, all packages over 13 ounces must be given directly to a postal clerk at a post office, not dropped in a postal box.

\*If either the electronic-submission or PDF-submission deadline falls on a Saturday, Sunday or state or federal holiday, the deadline date will be the following day that is not a Saturday, Sunday or a state or federal holiday.

## Program Support

The arts council will offer the following support to ensure that Al Smith Individual Artist Fellowship program standards and goals are met:

- Press releases and public information will be distributed announcing the new recipients of the fellowship.
- Fellowship recipients will be included in the Al Smith Individual Artist Fellowship Directory located on the arts council website.
- Recipients of fellowships are eligible to participate in the arts council's Kentucky Crafted: The Market.
- Fellowship recipients are invited to participate in other special initiatives as available

## **Panel Meeting**

Panels of out-of-state, discipline-based, arts professionals will select fellowship recipients according to the performance expectations in an anonymous, “blind jury” process. This process means that the application form and all materials reviewed by the panel of jurors will be presented with the applicant's name deleted.

## **Kentucky Arts Council Board Meeting**

All arts council board meetings are open to the public. The arts council board approves panel recommendations before notifications are made. Applicants are informed of the arts council board's decision by letter following the board meeting.

## **Grant Agreements**

Applicants that receive a favorable recommendation enter into an agreement with the Commonwealth of Kentucky. Agreements cannot be altered without prior approval from the arts council's appropriate program manager. Grantees are required to promptly notify the Kentucky Arts Council in writing of any changes in their grant activity. If grantees do not notify the arts council about changes before they file a final report, future funding will be jeopardized. Grants are for the period specified in the approved application. Funds must be spent or committed for activities taking place within the period stated unless an extension has been approved in writing. Funds spent before the period starts are not eligible and must not be included in the final report. Grant agreements must be signed and returned within 15 days to initiate payment and all funds must be dispersed by the arts council by June 30, 2013. Funds are not available after this time.

## **Final Reports**

All arts council grantees must submit a final report within 30 days of completion of the grant period. The final report form can be accessed through your online account. If a grantee fails to submit the required final report for any grant, the arts council will accept no future applications from the grantee, and the grantee's entry in the online directory and all outstanding payments will be suspended until an acceptable final report is submitted.

## **Appeals**

There are no appeals in this category.

## **For More Information**

The arts council welcomes all questions regarding this program. For more information, contact:

Tamara Coffey  
Individual Artist Director  
502-564-3757 ext. 479  
[Tamara.Coffey@ky.gov](mailto:Tamara.Coffey@ky.gov)

## II. Instructions

The arts council strongly encourages you to read and understand the Al Smith Individual Artist Fellowship program guidelines and these application instructions before accessing the application.

### Requirements for Eligibility

Professional artists, responsible for creating their own work, not interpreting the work of others or creating under the guidance of an instructor or mentor, are eligible to apply for a \$7,500 fellowship.

#### Kentucky Arts Council Definition of a Professional Artist

Applicants must be at least 18 years of age and full-time residents of Kentucky for a period of one year immediately prior to the application deadline and remain a resident of Kentucky for one year following award notification. Applicants must be United States citizens, lawfully admitted to the U.S. for permanent residence or have permission from the Department of Homeland Security to work permanently in the U.S. For proof of residency, applicants must submit a copy of two of the following at the time of application:

- Kentucky drivers license, which includes the date issued and expiration date
- State of Kentucky identification card, which includes the date issued and expiration date
- Kentucky voter registration verification (downloadable from the State Board of Elections' Voter Information Center website at <https://cdcbp.ky.gov/VICWeb/VIC>)
- Kentucky state income tax form (740 series) for the most recent year

### Data Universal Numbering System (DUNS) Number

The arts council requests that you have a DUNS number. Dun & Bradstreet keeps track of more than 70 million businesses worldwide through its Data Universal Numbering System. To apply for your free DUNS number, call Dun & Bradstreet at 1-866-705-5711 and tell the representative that you are applying for a government program and need to register for a DUNS number. Please note that registering is free and you are not required to purchase any services from Dun & Bradstreet.

In recent years, the DUNS number has become increasingly important as an arts advocacy tool for both federal and local governments (e.g., the National Endowment for the Arts and the Kentucky Arts Council) and national arts organizations (e.g., Americans for the Arts). Organizations use data from DUNS number applications to demonstrate the power of the arts to stimulate economic activity and create jobs. To learn more about the DUNS number, click below to visit the Americans for the Arts website:

[www.americansforthearts.org/information\\_services/research/services/creative\\_industries/](http://www.americansforthearts.org/information_services/research/services/creative_industries/)

### Accessing the online application

Applications for this program are made through Kentucky Arts Services OnLine (KASOL) located at [www.culturegrants-ky.org](http://www.culturegrants-ky.org). If you have not used KASOL before, you will first set up a

new profile. Once established, your profile remains on the system year after year for future applications. Be sure to file your username and password in an accessible place for future use.

If you are unsure whether you have an existing KASOL profile, please contact Mike Brooks, grants manager, at 888-833-2787, or [Mike.Brooks@ky.gov](mailto:Mike.Brooks@ky.gov). **Do not create a duplicate profile.**

## Section by Section Instructions

You must fill out the online application in its entirety. **The following instructions do not encompass every question in the application.** We have provided additional instructions here and as part of the application for fields that may not be self-evident. Before beginning, examine the entire application so that you may plan to address each section thoroughly and accurately.

For all text boxes, it is recommended that you use a word processing program with spell check to create and format your text; then cut and paste the text into the box. The text boxes will count characters but will not check spelling or format the text. The character count will include spaces and punctuation.

**Note:** Before submitting your final application to the arts council, make sure you click the “Preview Application” button and carefully review your application in PDF format. In rare cases, when text entered into text boxes nears the maximum character count, the PDF may not capture the last words you typed in the box. If you detect this error, edit the text in the box to delete some of the characters and click “Preview Application” again to verify the PDF is correct.

### Sec. 1 – Applicant Information

Please fill out this section accurately and completely.

**Biography:** Please enter a brief biography no more than 900 characters in length. This will be used by the arts council to publicize the fellowship and its recipients.

### Sec. 2 – Narrative Questions

Please respond to the introduction and each of the performance expectations in the narrative answer box provided below. Include complete information on each bulleted item, in the order listed, when writing your introduction and narrative. To assist panelists in reading your application, duplicate the heading of each performance expectation before your response. **Any application that includes the artist’s name in the application introduction and narrative, the work sample index or on submitted work samples will be ruled ineligible and will not be forwarded to the panel for review.**

#### Introduction

Provide an artist statement that gives a brief overview of your artwork, media, process, inspiration, influences, etc. This information will not be scored, but is beneficial to the panel reviewing your application.

#### Performance Expectations:

##### Professional Achievement (10%):

Describe significant achievements and recognitions of your work (exhibitions, commissions, awards, adjudicated programs, publications, honors, etc.). This should be in the form of a list



and include dates of achievements, recognition and awards. The list should focus on the past 10 years with a summary paragraph of earlier achievements and recognitions.

### **Sec. 3 – Work Sample Selection**

#### **Artistic Excellence (90%):**

Please note: No written information is required for Artistic Excellence. This criterion is solely determined through submitted work samples. Be sure to carefully review **Part II: Instructions – Supporting Materials** for specific instructions on work samples.

- Excellence
- Individuality
- Creativity

For full details relating to work sample selection and submission, see **Part II: Instructions – Supporting Materials**.

**Literary Arts** applicants must upload and submit samples directly via the KASOL system, including the required information for the work sample index. When you have finished uploading information to the work sample index, you must click **“Make Selection”** at the bottom of the page in order to attach the samples to your application.

**Composing and Choreography** applicants must enter information for each work sample for the work sample index.

You must include an entry in the work sample index for each work sample submitted. Do not combine work samples.

To modify a sample or a work sample index entry that you have selected, you must de-select the sample from the current application, make any desired adjustments and then re-select the sample.

### **Sec. 4 – Submitted Materials**

This page provides a preview of how your samples will be presented. Use the **“Move Up”** and **“Move Down”** buttons to re-order your sample presentation.

### **Sec. 5 – Application Checklist**

No response is required.

### **Sec. 6 – Submit**

Select the check box to agree to the certifying statement.

**You must complete the following four steps to properly submit your application for panel review:**

1. **Click the “Preview Application”** button. This will open your application in Adobe Acrobat Reader. Review it. This is the application the panelists will see. (If changes are required, close the Adobe program. You will be returned to the submission page and can



go back and make revisions.) If the application looks acceptable, continue to Step 2.

2. **Click** the “**Submit**” button. Once you do this, you will no longer have access to the application to make changes. You will receive an e-mail confirmation of the receipt of your application. You will also be able to view your application (in a .pdf file) from your main page.
3. **Print** the application, then close the Adobe program. You will be returned to the submission page.
4. **Sign** the application in **red** ink. Mail one signed copy of your application printout by the deadline stated in the guidelines. Include the appropriate supplemental materials per your checklist.

Mailing address for completed application:

Kentucky Arts Council  
21st Floor, Capital Plaza Tower  
500 Mero Street  
Frankfort, KY 40601-1987

After following these four steps, you will be returned to your main page. You should see the application marked as "received" with an application number assigned to it. If this does not occur, please contact Mike Brooks, grants manager, toll free at 1-888-833-2787 or at [Mike.Brooks@ky.gov](mailto:Mike.Brooks@ky.gov).

## Supporting Materials

Work samples are the primary way that panelists assess artistic and professional quality. Consider your choice of work samples carefully in relation to the program performance expectations. Be sure to describe important points about the quality, scope and depth of your work in the application narrative. Do not submit student work, master tapes or originals. **Work samples will not be returned.**

The fellowship program uses a “blind jury” process, meaning that applicant's names are not revealed to the panel. Pay careful attention to the specific requirements for submitting work samples, including blocking out your name, address and any contact information on copies. **Any application that includes the artist's name in the application introduction and narrative, the work sample index or on submitted work samples will be ruled ineligible and will not be forwarded to the panel for review.**

Work samples should support the selected discipline or medium. **Applicants in all categories must submit work completed within the past three calendar years** (e.g., with application deadline of March 15, 2012 - eligible work must have been created between January, 2009 and March 15, 2012.) All applications must include a work sample index, which is part of the KASOL application. Some work samples may be uploaded; others must be mailed to arts council. See requirements below.

- **CDs and DVDs:** If the instructions below indicate you must submit your work samples on CD or DVD, these samples must be mailed to the arts council. **Do not include your name or contact information on these samples.** Label each DVD or CD with the KASOL application number and the title and running time of each piece. Clearly indicate the tracks intended for panel review on the CD or DVD. Label the CD or DVD as follows: give the name of the production(s) or performance(s), date and location where performance(s) occurred and names of key personnel. You must enter this information, as well as total running time of the piece and any specific segments for review, via the KASOL system.
- **Digital Images:** You must upload and submit these images via the KASOL system. For detailed instructions on preparation, formatting and submission of digital images, see [Image Preparation](#).

**Choreographers:** These samples will be mailed to the arts council office. **Do not include your name or contact information.** Label each DVD with your KASOL application number and the title and running time of each piece. Submit up to three separate samples of no more than ten minutes total. The three samples may be combined onto one DVD if chapters are provided. Four copies of this CD must be submitted. If chapters are **not** provided, the work samples must be submitted on three separate DVDs. Four sets must be submitted for a total of 12 DVDs.

**Literary Arts** (poetry, creative nonfiction and fiction): This sample will be a PDF or Word (.doc) attachment submitted via the KASOL system and a hard copy mailed with the signed application form to the arts council office. **Do not include name or contact information.** Label each work sample with your KASOL application number. Submit up to 20 numbered pages of poetry, fiction or creative nonfiction. If an excerpt is submitted, it should be placed in context on a cover/synopsis sheet within the 20 pages. Fiction and creative nonfiction work samples must be double spaced.

**Literary Arts** (play/scriptwriting): This sample will be a PDF or Word (.doc) attachment submitted via the KASOL system and a hard copy mailed with the signed application form to the arts council office. **Do not include name or contact information.** Label each work sample with your KASOL application number. Submit up to 40 numbered and typed conventional script pages of a scene or play. If an excerpt is submitted, it should be placed in context on a cover/synopsis sheet (no longer than one page in length) within the 40 pages. Scripts may be for stage, radio, film, television, etc.

**Librettos:** (opera or musical theatre) See requirements for play/screenwriting and include four CDs and/or musical scores according to format for composers.

**Composers:** These samples will be mailed to the arts council office. **Do not include your name or contact information.** Label each work sample with your KASOL application number, the title of the work and completion date. Submit up to three separate work samples totaling no more than 10 minutes total compiled on one CD. Four copies of this CD must be submitted. Samples may be completed works or excerpts. If the applicant is also performing on the recording, please identify the applicant's instrument. In addition, four copies of the musical score must be labeled as above and submitted. Jazz composers may submit four sets of lead sheets instead of musical scores. (Please note: The musical composition category is limited to composers and is not open to songwriters. A category for songwriting is under consideration for the future.)